

# Smallwood Hall

4650 Griffin Avenue  
*Building can be reserved anytime.*



NOTE: This is an OMC Site and reservations may be cancelled to accommodate OMC events.

Capacity: 80

Amenities: Projector, projector screen, sound system, HDMI/SVGA, auditorium seating, whiteboard, podium with speakers, small conference area with white boards.

Additional A/V support must be coordinated through VIOS at  
<http://www.vios.army.mil>.

## Scheduling

Scheduling is done through the Event Management System (EMS). To obtain an account go to <https://ems.meade.army.mil/virtualems/> then follow the required prompts. Once the account is created, call 301-677-6506/2624/4719 to activate the account. Once your registration is complete, go to <https://ems.meade.army.mil/virtualems/> and reserve your space. Enter your requirements: date(s), number of students and then choose your location based on student size and availability. In the details field, enter mandatory information (red star) and include your specific training event. Once submitted, your request will be confirmed in the EMS dashboard by a staff member.

If you do not have an EMS account, call 301-677-6506/2624/4719 to schedule the use of the McGill Training Center. If the desired date is available, it will be placed on hold. Once on hold, the unit will have three business days to hand carry to the McGill Training Center at 8452 Zimborski Avenue or fax at 301-677- 3100 a memorandum, with unit letterhead, addressed to Training Division, 8452 Zimborski Ave, FGGM, MD 20755 with the following information: building and classroom number, requesting unit or organization, name and phone number of unit Commander or Director, name and phone number of point of contact of requesting unit of organization, start date and time, end date and time and signature block of Commander or Director. If the memorandum is not received within three business days, the requested date(s) will be available for other units to use.